

# ***DEVELOPER'S GUIDE***

**YORK COUNTY, VIRGINIA**



- DEPARTMENT OF ENVIRONMENTAL & DEVELOPMENT SERVICES
- OFFICE OF ECONOMIC DEVELOPMENT
- PLANNING DIVISION

## PREFACE

The equilateral triangle is one of the strongest simple structures known to man and its strength is maximized when each leg of the triangle is as strong as the others. It is clear that the development process can also be depicted as a triangle consisting of three main players: the owner/developer, the design professional and County staff.



Just as in the simple structure, this development triangle functions best when all parties carry their share of the load.

County staff is required by code to function as a regulator; however, we feel that an equally important function is as a facilitator to insure that a complicated process moves ahead as quickly and smoothly as possible. For that reason, we have developed this manual to outline this process in as user-friendly terms as possible.

In addition, we have established a position of Development Technician who will be available in the office during normal working hours and will have computer access to the status and any major issues associated with any project. The Development Technician's telephone number is 890-3531. This is being done to insure that owners, developers and design professionals can get information when they need it, even if the manager of that project is not available.

In summary, the County staff is committed to continue to improve the process; however, success is dependent on each of us doing our share.

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## INTRODUCTION

Before you begin, there are a few important things you should know. This is not a legal document, ordinance or plan, nor is it a substitute for them. This is a GUIDE to the ordinances, plans, policies, and procedures that regulate land development in York County, Virginia, and should be used in conjunction with the other resources at your disposal. A copy of the Zoning Ordinance and other relevant documents may be purchased or reviewed at the Finance Building at 120 Alexander Hamilton Boulevard in Yorktown or at the Environmental and Development Services Building at 105 Service Drive in Yorktown which is located off Goodwin Neck Road approximately one-half mile east of Route 17. In addition, the Zoning and Subdivision Ordinances can be viewed on the County's web site at [www.yorkcounty.gov](http://www.yorkcounty.gov).

This guide is intended to inform you, for each phase of the development process, of the review procedures, what is required, who to see, how much it will cost, and how long it will take. The procedures in this guide are organized in the order that would normally be followed, assuming all are required. However, since this is not always the case, you may be able to skip over some of the procedures.

Each procedure includes a brief description of the circumstances under which it is required, the Division or Department responsible for its administration, the STEPS you should follow to initiate County action and keep the process moving forward, the minimum TIME required to complete a review cycle, and the TERM for which the approval is valid. Each process is also shown in a flow chart, with the exception of the OTHER PERMITS AND FEES SECTION, which does not follow the above format. For all relevant fees, consult the Fee Schedule Insert that has been included for you with this guide. The fee schedule is subject to change so please confirm these costs with the appropriate staff.

It is important that you remain in close contact with the County staff throughout the development process. Consulting with staff before beginning each procedure and whenever you are in doubt about how to proceed may save you time and money, and is essential to keeping the development process running smoothly. In most cases a staff contact will be assigned to monitor your specific project. Please do not hesitate to call your staff contact if you have questions or concerns.

York County is very desirous of quality economic development that provides strong capital investment and quality employment opportunities for its citizens. The Office of Economic Development serves as a resource for businesses interested in locating or developing in the County. The Office of Economic Development staff can provide you with building and site opportunities, and they serve as an ombudsman for development and business issues. The Office of Economic Development can be contacted via their toll free number 1-888-296-7582 or locally 890-3317. You may also want to visit their web site at [www.yorkcounty.gov](http://www.yorkcounty.gov).

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## REZONING AND SPECIAL USE PERMIT PROCEDURE

If the use intended for your property is not permitted as a matter of right in the Zoning Ordinance, you will need to apply for a rezoning or a special use permit.

**REZONING:** A rezoning is required if your proposed use is permitted neither by right nor as a special use under your property's current zoning classification. If you wish to apply reasonable conditions in addition to the regulations of your desired zoning classification, you may submit these "proffers" in writing with your application. Typically, proffers relate to such things as use restrictions, timing/phasing of development, off-site improvements, additional aesthetic features, capital contributions and similar items not a part of the normal plan approval process.

**SPECIAL USE PERMIT:** Some uses, because of their unique nature or their impact on adjacent land uses, are not permitted by right, but may, under certain conditions be deemed acceptable in certain locations. If such is the case with the use you have proposed for your property, a special use permit is required. The Table of Land Uses specifically identifies those uses that require a special use permit in each zoning district.

*Note: In some cases both a rezoning and a special use permit may be necessary.*

### PROCEDURE

#### STEP 1

For Rezoning and Special Use Permit applications, schedule a meeting or call a staff member of the **Planning Division** of the Department of Financial and Management Services. The office is located in the Finance Building at 120 Alexander Hamilton Boulevard in Yorktown. **Phone: (757) 890-3404**

Points you should cover during the meeting:

1. Check ZONING MAP to determine current zoning of subject property.
2. Check ZONING ORDINANCE Section 24.1-306 (Table of Land Uses) to determine if proposed use is permitted by right or by special use permit.
3. Obtain: application(s), and Schedule of Planning Commission meetings (including deadlines for submissions).
4. Discuss best approach for obtaining approval of proposed activities. Keep in mind that, although many factors are considered in review of rezoning and special use permit requests, the most important ones are:

- Conformance with the Comprehensive Plan.
- Potential service, fiscal, transportation and environmental impacts.
- Relationship of use to its surroundings.
- Conditions which would mitigate potential negative impacts.

A traffic analysis may also be required, and is *always* required for proposed activities which involve:

- ▶ 1,000 vehicle trips in a 24-hour period
- ▶ 100 vehicle trips in a peak hour
- ▶ A subdivision where 50 or more lots are proposed

*Note: County staff contact can assist you in estimating the potential traffic volumes anticipated for the project.*

## STEP 2

Complete application(s) and submit with fee as soon as possible before deadline. Rezoning applications and Use Permit applications should be sent to the **Planning Division**. Attention to detail is important. Information on applications must be complete and correct and checks must be for correct amounts. Don't miss the deadline. If you have any questions call and ask.

The staff will determine if the application is complete and, if so, will begin the review process by distributing it for review to a number of County and state agencies. Public notice of the proposed action is prepared and sent to the local newspaper and to adjacent property owners, and signs are posted on the property. When comments have been returned, the **Planning Division** prepares an analysis and recommendation for the Planning Commission.

## STEP 3

Attend Planning Commission Public Hearing.

The staff will present the application and its recommendation. The applicant or applicant's agent can present additional information including a description of the proposed use, maps, plans and architectural renderings. Other area property owners and interested parties are allowed to speak.

The Planning Commission will make a decision after discussion of the case. It may make one of the following recommendations (advisory only) to the Board of Supervisors:

- ▶ Approval as submitted
- ▶ Approval subject to certain conditions or revisions
- ▶ Denial, or
- ▶ Table the application to a future meeting

Since failure to act within ninety (90) days results in an automatic recommendation of approval, the Commission will likely recommend denial if there continue to be unresolved issues. The ninety (90) day deadline does not apply when the applicant requests or concurs in a delay.

#### **STEP 4**

Attend Board of Supervisors Public Hearing.

The next step is a hearing before the Board of Supervisors where the prior notice and meeting procedures are basically the same as the Planning Commission. The Board will receive a recommendation from the County Administrator as well as the Planning Commission (these recommendations are not always the same) and hear public comments. The Board will take final action after discussion of the information presented during the public hearing and the recommendations of the County Administrator and Planning Commission.

The Board will:

- ▶ Approve as submitted
- ▶ Approve with conditions or revisions (use permits or conditional zoning)
- ▶ Deny, or
- ▶ Table it to a later meeting

The Board must take action within one (1) year of the date a rezoning petition was filed.

#### **STEP 5**

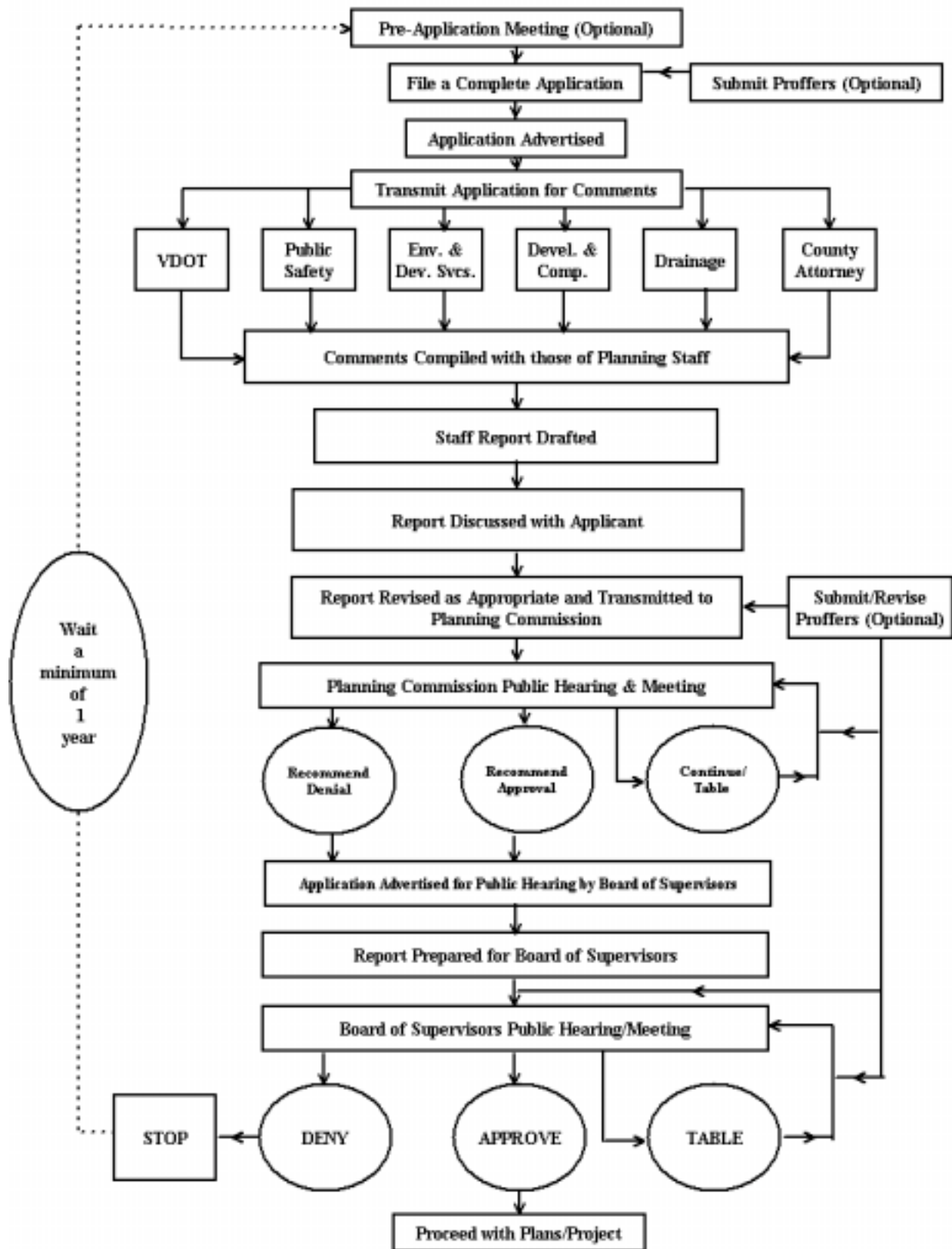
Proceed with design of project, assuming approval. (See "Site Plan Procedure" or "Subdivision Procedure")

**TIME:** A minimum of sixty (60) to ninety (90) days, after the application deadline, is needed to complete this process if the application is not delayed by the applicant or deferred by the Commission or Board.

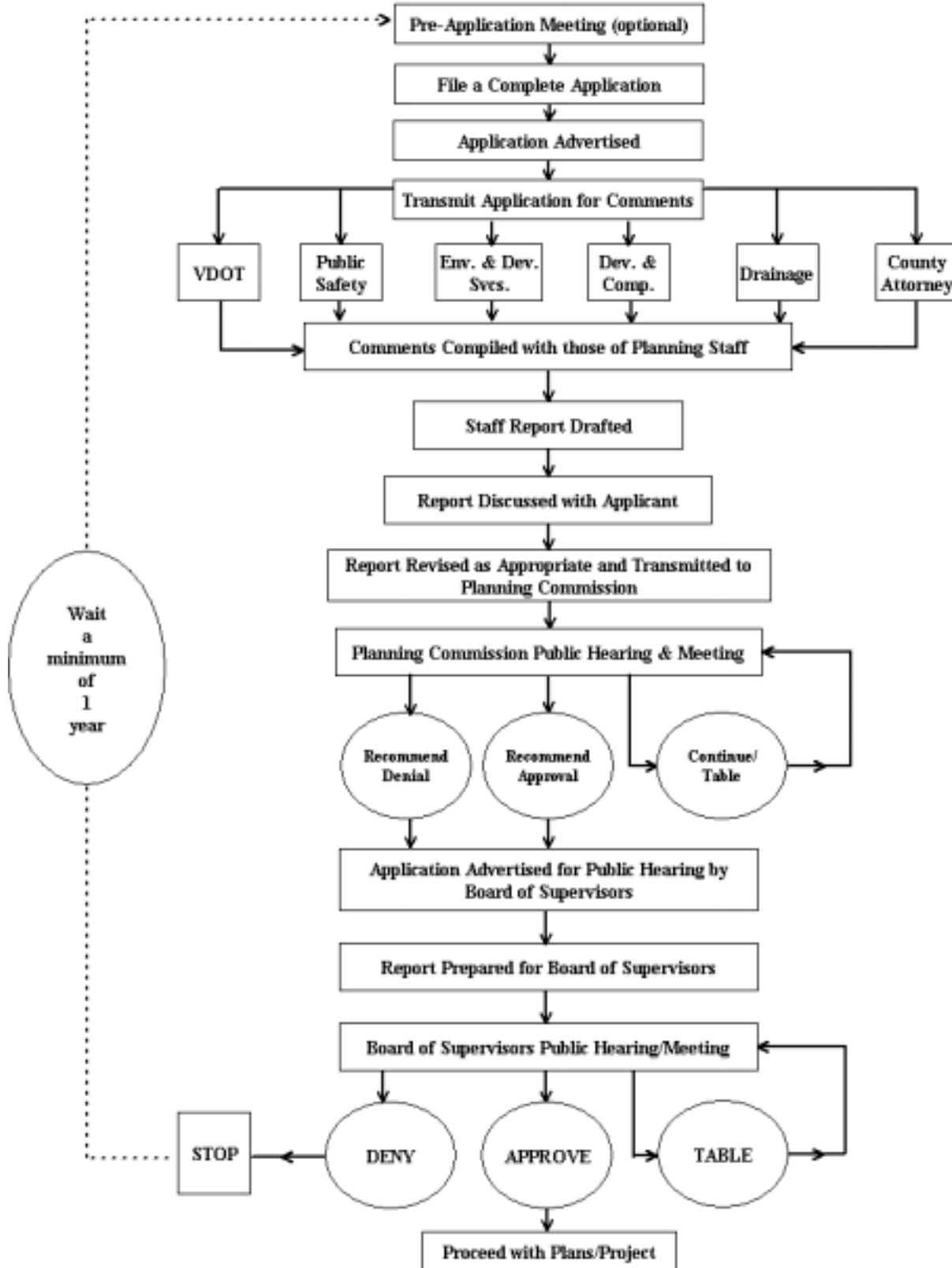
**TERM:** Special use permits are generally approved for an initial one (1) year period which is automatically renewed for an additional one (1) year period if in compliance with conditions (Zoning Ordinance Section 24.1-115(c)). Special use permits expire in two (2) years unless implemented on the site. See Sections 24.1-115 through 24.1-118 of the Zoning Ordinance for additional information on Special Use Permits.



# REZONING PROCESS



# SPECIAL USE PERMIT PROCESS



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## VARIANCE, EXCEPTION AND APPEAL PROCEDURE

If you are not able to develop your property in accordance with required zoning or subdivision requirements and there are no alternatives which allow compliance with required codes, or you are aggrieved by the decision of a County official, you may seek relief from the Board of Zoning/Subdivision Appeals. The Board is authorized to hear variance requests from the Zoning or Subdivision Ordinances, exception requests from the Chesapeake Bay Preservation Area Regulations and appeals from the decisions of the Zoning Administrator or Subdivision Agent. In certain circumstances, the Zoning Administrator is now authorized to grant administrative variances without the need for a public hearing.

You should be aware that approval of your request for relief is not automatic and the Board of Zoning/Subdivision Appeals will judge each application against specific criteria established for each category of relief mentioned above.

### PROCEDURE

#### STEP 1

For an application, schedule a meeting or call the Secretary to the Board of Zoning/Subdivision Appeals in the Department of Environmental and Development Services. The office is located at 105 Service Drive in Yorktown. **Phone: (757) 890-3532**

Points you should cover during the meeting:

1. Check code requirements to determine how it affects your property.
2. Determine whether alternatives exist which would satisfy code requirements.
3. If no alternatives are available, determine which type of relief is needed (i.e. variance, exception, appeal). Also determine the degree of relief needed (i.e. 35' setback instead of a 50' setback).
4. Study the review criteria for your particular type of request to determine whether your request would likely be approved or denied by the Board. Review criteria for variances and exceptions can be found in the Zoning Ordinance (Section 24.1-901) while the Secretary can provide you with the criteria utilized for appeals.
5. Obtain: Application, list of review criteria and schedule of Board of Zoning/Subdivision Appeals meetings and submission deadlines. The Board typically meets only once a month and applications must be received approximately one month in advance.

## **STEP 2**

Complete the application and submit with fee to the Secretary as soon as possible and before the submission deadline. A plat or plan and any other supporting documents must accompany the typical application. The property owner's signature must appear on each application.

The staff will determine if the application is complete and, if so, will begin the process of soliciting comments from applicable agencies as necessary. Public notice of the proposed action is prepared and sent to the local newspaper and to adjacent property owners. The Secretary will prepare a staff report but will not typically include recommendations for approval or denial in it.

## **STEP 3**

Attend Board of Zoning/Subdivision Appeals public hearing.

The staff will present the application and background information. The property owner or agent can present additional information and/or explain to the Board how your request meets the applicable review criteria. Other area property owners and interested parties are allowed to speak.

The Board of Zoning/Subdivision Appeals will make a decision after discussion of the case. The Board may make one of the following decisions:

- Approval
- Approval subject to certain conditions
- Denial, or
- Table it to a later meeting

The Board has ninety (90) days to act on an application. The 90-day deadline does not apply when the applicant requests or concurs in a delay.

## **PRE-APPLICATION REVIEW PROCESS FOR SITE PLANS AND SUBDIVISION PLANS**

Developers and consultants who desire their projects to be "fast-tracked" will want to take advantage of the pre-application review process offered by the County. Projects which are reviewed at a pre-application review conference by the development review committee are considered "priority" projects where the turnaround goal is 21 days. Projects which do not go through the pre-application review process are considered "subordinate" projects and may take up to 60 days.

The pre-application review conference should not be confused with the informal pre-submission meetings that are often held between developers, consultants, and the County staff to discuss the "developability" of a specific property before purchase or before a refined conceptual plan is developed. These meetings are always available upon request and are considered beneficial to the development process.

The pre-application review process requires that a conceptual plan with sufficient detail be prepared so that a meaningful review of the project can be conducted at the pre-application review conference. The Development Technician (757-890-3531) of the Division of Development and Compliance will provide checklists which detail the minimum information required on the conceptual plan. Once the conceptual plan is developed, six (6) copies must be submitted no later than six (6) days before the scheduled pre-application conference to the Development Technician at 105 Service Drive in Yorktown. Generally, pre-application conferences are held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month. Applicants must contact the Development Technician to secure a position on the agenda. Both developers and their consultants are encouraged to attend the pre-application conference to discuss the project.

Once the pre-application review conference has been conducted, the planner in charge will provide a written confirmation of the documentation required for the subsequent formal plan submission, along with a listing of design issues. The consultant must ensure that all required documents are provided and all design issues are addressed at the time of formal plan submission. This is evidenced by the consultant's signature on the pre-application form which must also be submitted with the formal plan submission. Once a complete plan submission is verified, the project will receive priority status. Any missing elements of a formal plan submission will relegate the project to subordinate status or possibly result in rejection of the plans. The objective behind the pre-application process is to secure plan approval within the 1<sup>st</sup> or 2<sup>nd</sup> round of formal review.

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## **TOP TEN MISTAKES THAT NEGATIVELY IMPACT THE DEVELOPMENT REVIEW PROCESS**

1. Failure to consult the County staff prior to the purchase of property intended for investment or development.
2. Unreasonable expectations concerning the yield or developability of property.
3. Hiring a consultant that is not familiar with County and State ordinances, statutes, design requirements and processes or the site in question.
4. Designing and engineering a project without the benefit of a pre-submission meeting or a pre-application review conference.
5. Assuming that an ordinance or design standard does not apply to your property and deciding not to consult with staff to confirm its applicability.
6. Designing a project with the intention that design review personnel will overlook the error or omission.
7. Submission of a project without paying the requisite review fee or having the appropriate number of plan sets or all necessary documentation that may apply to your project such as traffic studies, water quality impact studies, drainage calculations, landscape plans, archaeological studies, wetlands permits, photometric plans, etc.
8. Designing a project based on the assumption that staff can arbitrarily waive ordinance requirements or that a variance, appeal or exception will readily be obtained.
9. Failing to address or inadequately addressing review comments made in a previous round of development review.
10. Failing to keep in close contact with the County staff during the entire project and failing to actively manage important aspects of the project.



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## **SUBDIVISION PROCEDURE**

This procedure applies to any proposed division of land in York County. The review procedure is generally repeated at least twice for each stage of review as noted below:

- First Stage - Preliminary Plan
- Second Stage - Development Plan
- Third Stage - Final Plat

The Development Plan and Final Plat Procedure may be repeated for each section of the subdivision.

## **PROCEDURE**

Before you begin preparation of the Preliminary Plan, it is strongly recommended that a meeting be scheduled with a staff member of the **Development and Compliance Division** of the Department of Environmental and Development Services. The office is located at 105 Service Drive in Yorktown. **Phone: (757) 890-3531**

Points to be covered at the meeting:

1. Check zoning of property to determine if the proposed use and density is permitted under the current zoning classification. If not, you may be referred to the **Planning Division** - See "Rezoning/Special Use Permits" for procedure.
2. Review your proposed development with a staff member. You should bring with you any information, plats, or a sketch plan that will aid in the review and illustrates your proposal.
3. Learn about County plans, policies, and ordinances that may affect your proposed development. Ask about the pre-application review process if you are interested in expediting your project.
4. Determine if a traffic analysis, water quality impact analysis, environmental inventory, or archaeological study will be required for your proposed use.
5. Obtain: Application, checklist, and ordinances.

## **A. PRELIMINARY PLAN**

### **STEP 1**

Have Preliminary Plan prepared by a design professional. See the Subdivision Ordinance sections on Preliminary Plans and Design Standards, and the Zoning Ordinance, Article II - General Lot, Yard, Height, Buffer and Use Regulations for more detailed information.

### **STEP 2**

Submit application, thirteen (13) **folded** copies of the Preliminary Plan, and the review fee, and, if applicable, five (5) copies of the traffic impact analysis and three (3) copies of the water quality impact analysis. Incomplete submissions will not be accepted.

The staff will determine if the submission is complete and, if so, will begin the review process by distributing it to a number of County and state agencies. To expedite the review process, the applicant may deliver copies to the Virginia Department of Transportation (VDOT) and the State Health Department after they have been received by the **Development and Compliance Division**.

In general, Preliminary Plans are reviewed by County agencies and comments are returned to the **Development and Compliance Division** within two (2) weeks, unless the plan is extremely complex or there is an extraordinary workload. State agencies are asked to observe the same review period and to notify the **Development and Compliance Division** when additional time is needed. Upon receipt of comments, the **Development and Compliance Division** will identify any major area of conflict or inconsistency and resolve them, if possible, before forwarding the comments to the engineer.

### **STEP 3**

Make changes to the Preliminary Plan as per comments and resubmit thirteen (13) **folded** copies along with marked plan, copy of initialed comments and/or letter that describes how each comment was addressed or why it was not.

**TIME:** A maximum of 21 days for each submission or resubmission is the goal for completing the review process for priority projects. Subordinate projects may take up to sixty (60) days to complete, depending on the workload.

**TERM:** Preliminary Plans are valid for a term of one (1) year after approval. One six (6) month extension may be granted.

## **B. DEVELOPMENT PLAN**

### **STEP 1**

Assuming the Preliminary Plan is returned approved, proceed by preparing the next level of subdivision drawings - the Development Plan or construction drawings. The Erosion and Sediment Control Plan will be part of the submission (see the EROSION AND SEDIMENT CONTROL PROCEDURE section of this guide).

These plans follow the same review procedure as the Preliminary Plan.

### **STEP 2**

Submit thirteen (13) **folded** copies of the development plan, four (4) copies of the drainage calculations and drainage area map, evidence of wetlands permit if applicable, and review fee. County comments will be forwarded to the engineer.

### **STEP 3**

Make changes and resubmit until plans are approved.

### **STEP 4**

Assuming approval of the Development Plan, payment of fees and issuance of permits, you have three options prior to recordation:

1. Begin and complete all construction and acceptance of required public improvements. (i.e.- utilities, drainage, streets, etc.)
2. Begin construction and complete some part of the public improvements and submit a Subdivision Agreement and Surety to guarantee completion and acceptance of the remaining improvements.
3. Submit a Subdivision Agreement and Surety in lieu of completion of all improvements.

If option #2 or #3 is chosen, the following items must be submitted to the Department of Environmental and Development Services, Division of Development and Compliance:

1. Documentation of the cost of all public improvements, with the cost of all incomplete public improvements clearly defined, preferably in the form of copies of contractor's bids. However, cost estimates prepared by a certified professional engineer are acceptable. These cost estimates must be detailed in nature and relate to the various elements of construction, including but not limited to the cost of the public water system (lines, fire hydrants, etc.), the sanitary sewer system (gravity lines, manholes, force main, pump station, etc.), the storm drainage system (storm sewer lines, inlet and outlet structures,

detention basins, etc.), and the street improvements (stone base, curbing, asphalt, landscaping, streetlights, street signs, etc.). This information is needed for establishing the surety amount.

2. Subdivision Agreement covering proposed construction and acceptance of all public improvements.
3. Irrevocable letter of credit (sample included in Subdivision Agreement), certified or cashier's check, or evidence of cash escrow in an amount approved by the County after review of the cost estimates. If a letter of credit is used, its expiration date must be at least sixty (60) days after the estimated date of completion set forth in the subdivision agreement. Also, the date of the subdivision agreement should be the same as the date of the letter of credit.
4. Appropriate documentation, such as minutes of a Board of Directors' meeting, setting forth the authorization for the person(s) signing the agreement, the final plat, and other associated documents to do so on behalf of the developer/property owner.

**TIME:** The County has set a goal of 21 days to process priority projects and up to 60 days for subordinate projects for each submission or resubmission. As the State Code allows the County 60 days to complete all reviews, an aggressive schedule can be met only if the developers and the design professionals meet their obligations and exchange information in a timely manner.

**TERM:** One (1) year to file final plat after approval of the Development Plan, with a possible one (1) year extension.

## **C. FINAL PLAT AND RECORDATION**

### **STEP 1**

Assuming completion and/or approval of one of the options listed in the Development Plan procedure STEP 4, proceed with the preparation and submittal of paper copies of the Final Plat.

### **STEP 2**

Submit thirteen (13) **folded** copies of plat and fee.

### **STEP 3**

When comment letter and marked copy are received, make changes, if necessary, and resubmit for approval.

#### **STEP 4**

When the Final Plat has been approved, submit original and two (2) reproducible mylar copies of it, the recordation fee, other applicable fees, and copies of all other required documents to the **Development and Compliance Division**. The Record Plat (reproducible copies of the Final Plat) will be reviewed to ensure that it is in full conformance with the approved Final Plat. The Subdivision Agent will sign each copy, have the plat recorded in the Clerk's Office of the Circuit Court, and return the original to the engineer.

#### **STEP 5**

Complete any outstanding construction, request inspections, and have public improvements accepted by the County and/or VDOT. Release of surety will follow, upon completion and acceptance of public improvements.

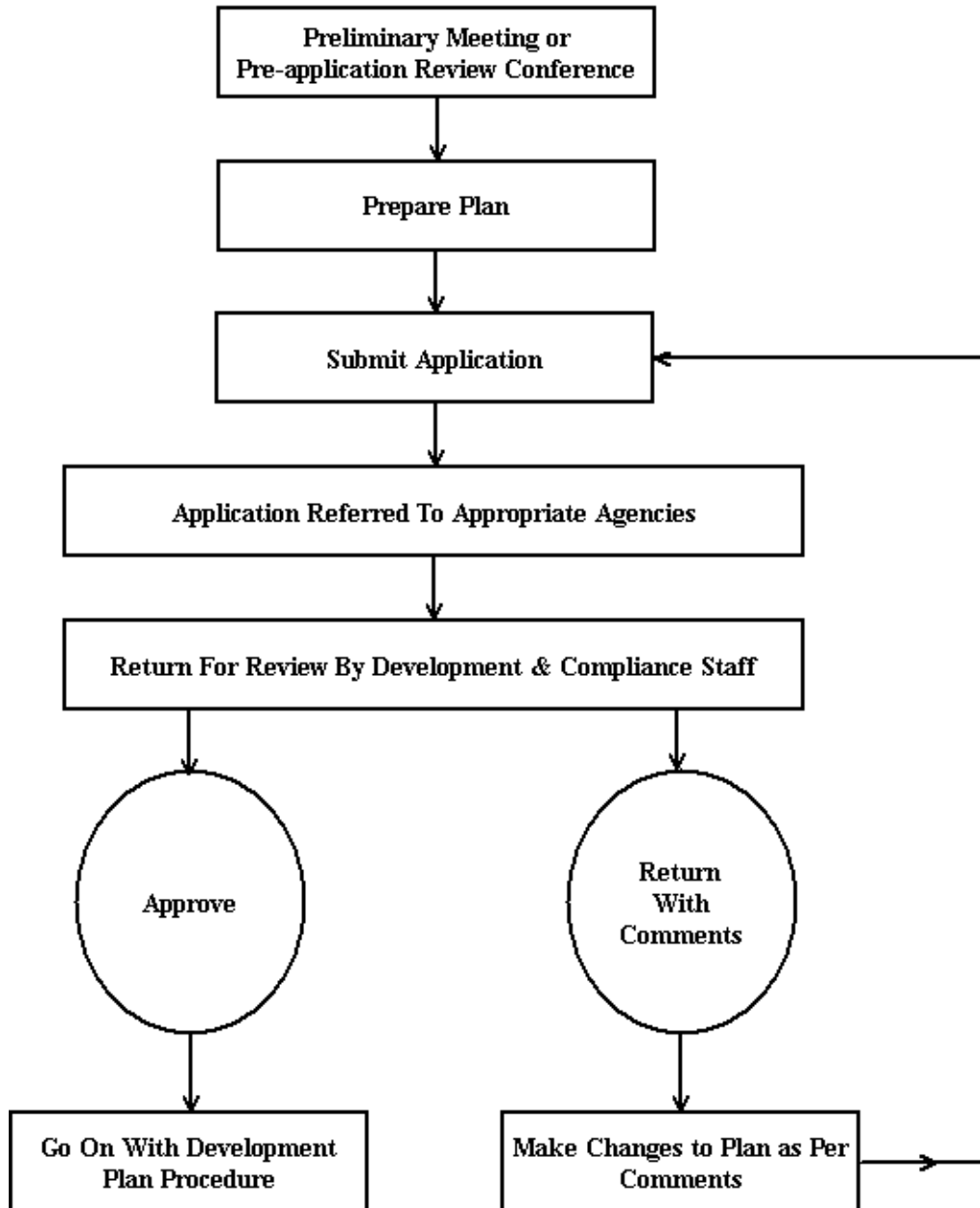
#### **STEP 6**

Once the plat is recorded and five (5) working days have elapsed and infrastructure is within ninety (90) days of completion, proceed with the Building Permit Procedure or the selling of lots.

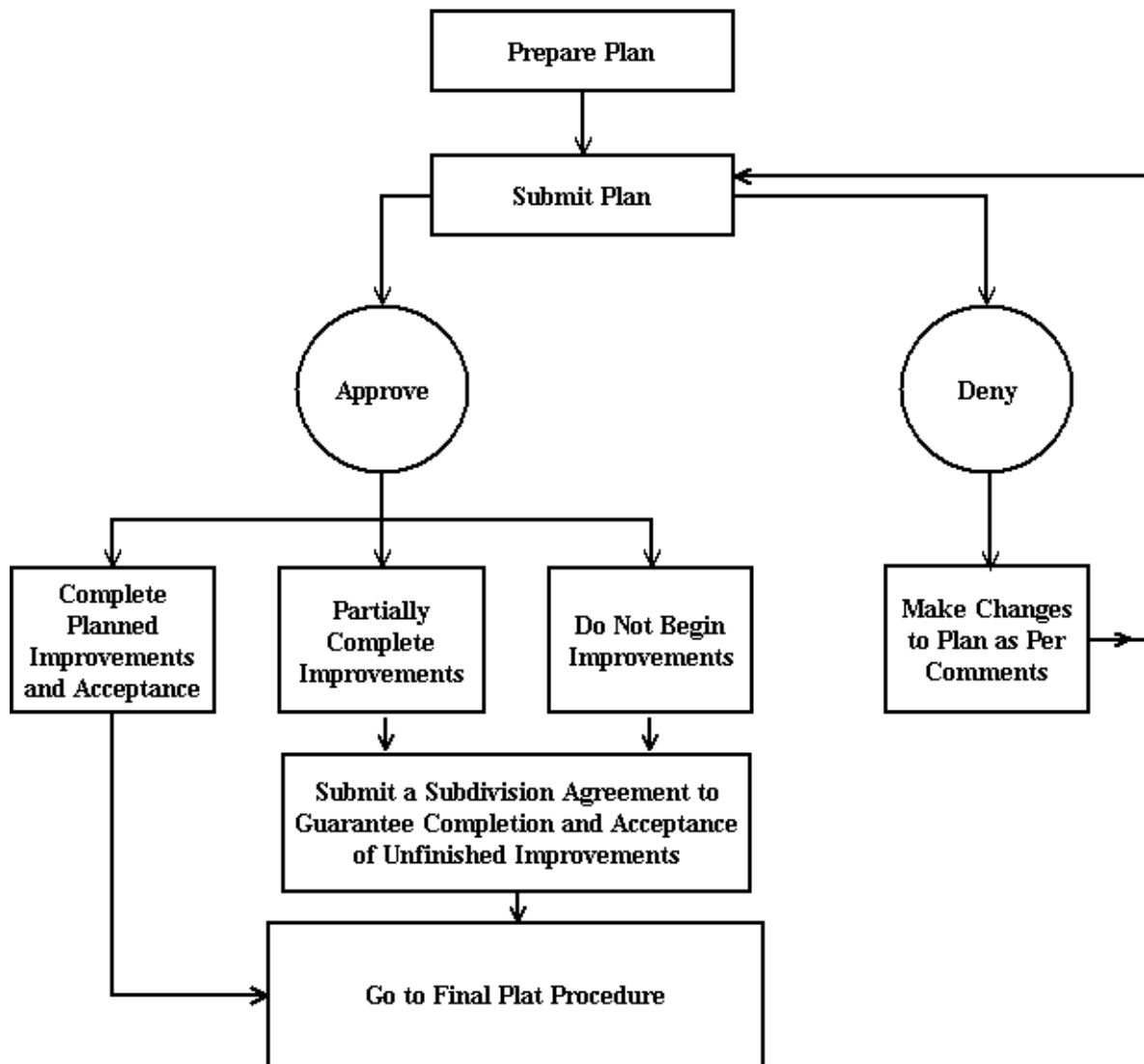
**TIME:** A maximum of 21 days for priority projects and 60 days for subordinate projects is the goal for completion of the review process.

**TERM:** Six (6) months after the Final Plat approval to have Record Plat recorded in the office of the Clerk of the Circuit Court.

SUBDIVISION PROCESS  
A. *PRELIMINARY PLAN*

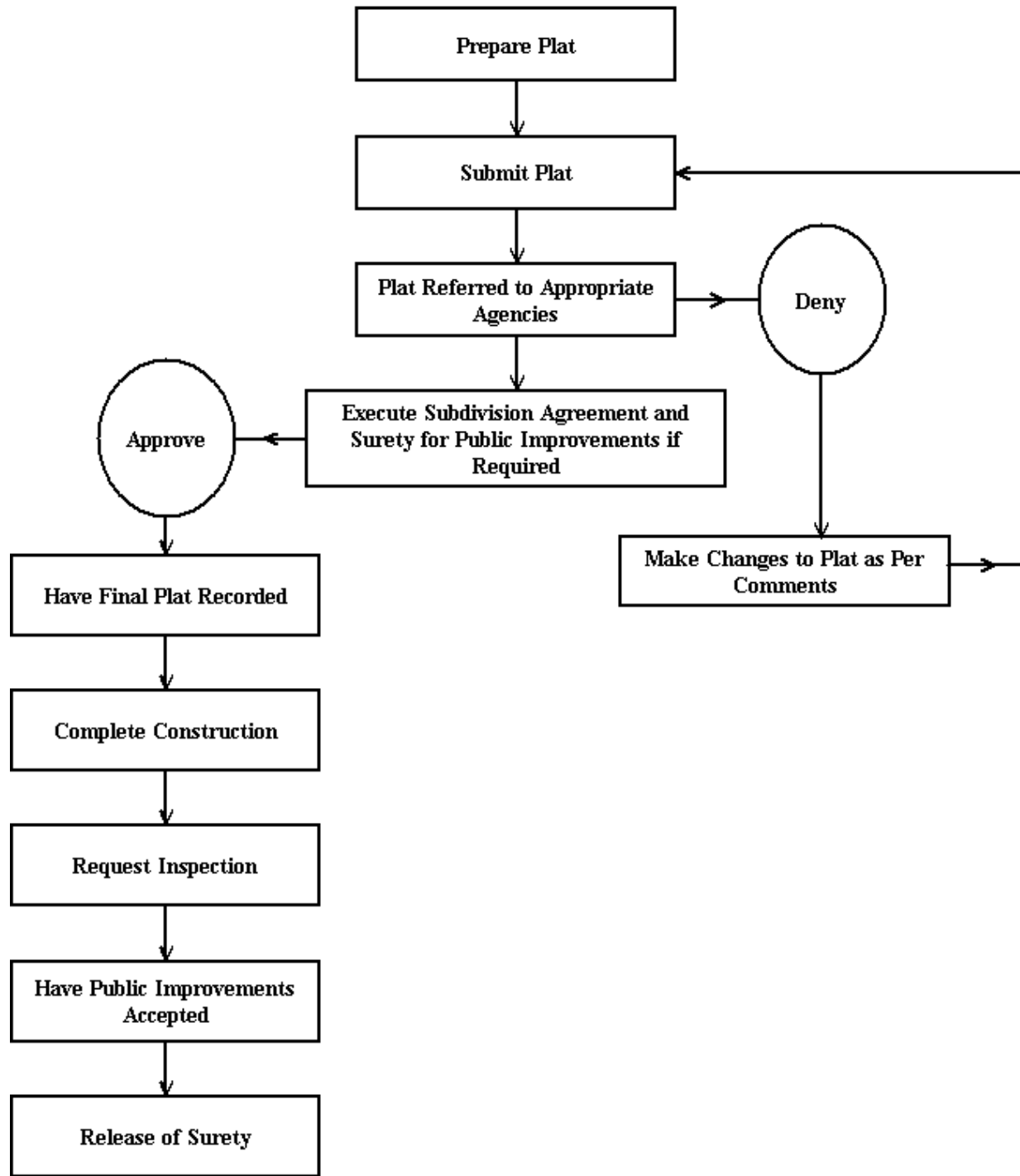


SUBDIVISION PROCESS  
B. *DEVELOPMENT PLAN*





SUBDIVISION PROCESS  
C. FINAL PLAT - RECORDATION



## SITE PLAN PROCEDURE

A site plan is required for all proposed land uses **except**:

- Single-family detached and individual duplex dwellings
- Agricultural operations
- Filling and grading where no impervious structures or improvements will be installed and no clearing undertaken

(Zoning Ordinance Section 24.1-501) An approved site plan is required before issuance of building or land disturbing permits.

### PROCEDURE

#### STEP 1

It is strongly recommended that a pre-submission meeting be scheduled with a staff member of the **Development and Compliance Division** of the Department of Environmental and Development Services. The office is located at 105 Service Drive in Yorktown. **Phone: (757) 890-3531**

Points to cover at the meeting:

1. Check zoning of property to determine if the proposed use is permitted as a matter of right under current zoning classification. If not, you may be referred to the **Planning Division** - see "Rezoning/Special Use Permit" for procedure.
2. Review your proposed development for the site. You should bring with you any information, plats, or plans you have that will aid in the review and illustrate your proposal.
3. Learn about County plans, policies, and ordinances that may affect your proposed development. Ask about the pre-application review process if you are interested in expediting your project.
4. Determine if a traffic analysis, water quality impact study, environmental inventory or archaeological study will be required for your proposed use.
5. Obtain: Applications, checklist, and ordinances.

## STEP 2

Have plan prepared by engineer, architect, landscape architect or land surveyor who is registered by the State of Virginia. See Article V - Site Plans of the Zoning Ordinance for detailed information on plan preparation. SEE ALSO: Article II - General Regulations, Article IV – Performance Standards for Uses, Article VI - Off-Street Parking and Loading, and Article VIII - Signs.

## STEP 3

Submit application, thirteen (13) **folded** copies of the Site Plan, four (4) copies of the drainage calculations and drainage area map, four (4) copies of the water quality impact analysis, five (5) copies of the traffic impact analysis (if required), and review fee. Incomplete submissions will not be accepted.

The staff will determine if the submission is complete and, if so, will begin the review process. The applicant may deliver copies to the Virginia Department of Transportation (VDOT) and the Virginia State Health Department (VSHD) after they have been received by the **Development and Compliance Division**. This is recommended as VDOT and VSHD reviews often result in delays and direct delivery expedites these reviews.

In general, site plans are reviewed by County agencies and comments are returned to the **Development and Compliance Division** within two (2) weeks unless the plan is extremely complex or there is an extraordinary workload. State agencies are asked to observe the same review period and to notify the **Development and Compliance Division** will identify any major areas of conflict or inconsistency and resolve them, if possible, before forwarding comments to the engineer and developer.

## STEP 4

Make changes to site plan as per comments and resubmit thirteen (13) **folded** copies along with marked plan, copy of initialed comments and/or letter which describes how each comment was addressed or why comment was not addressed.

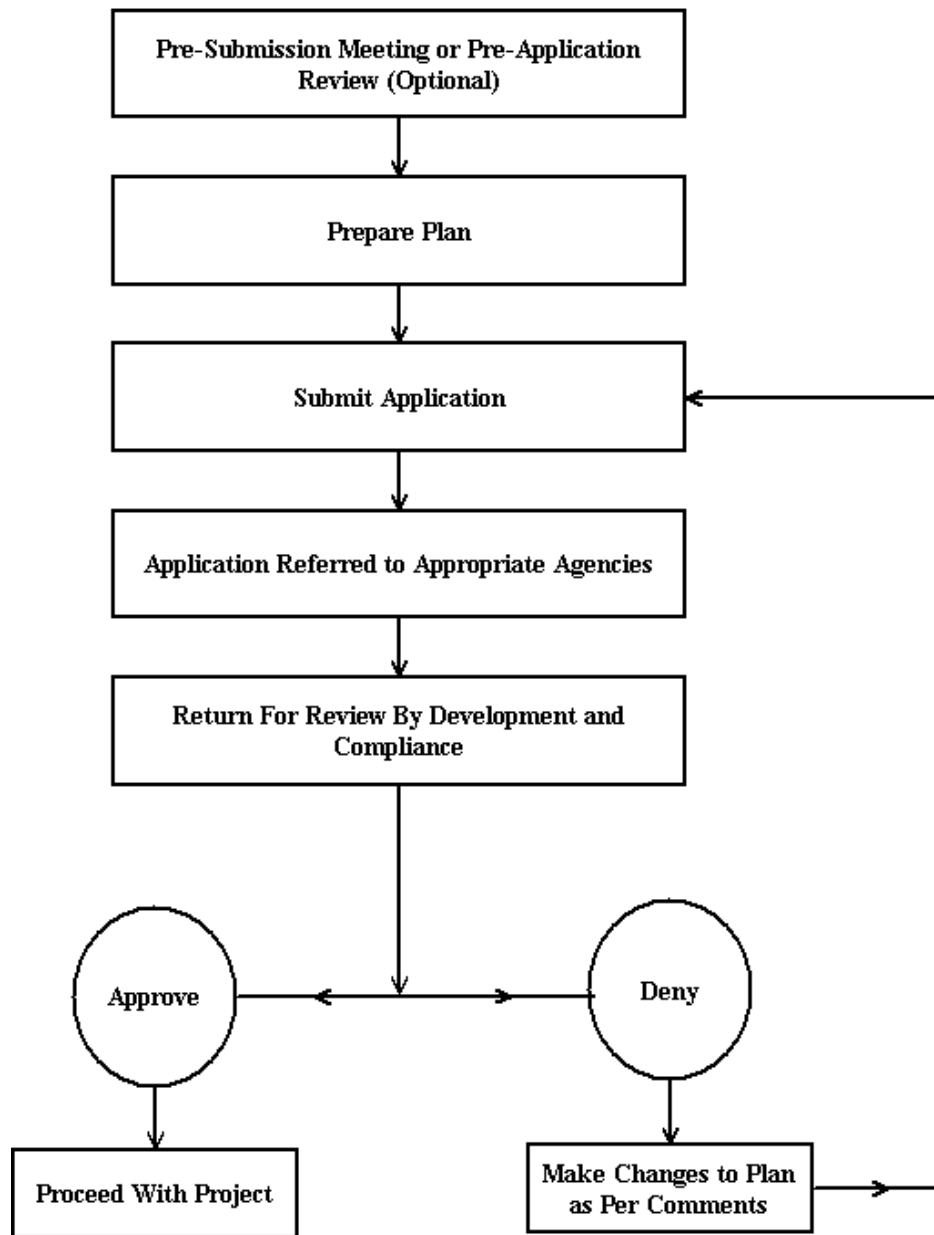
## STEP 5

Once the plans have been approved, proceed by paying applicable fees and obtaining permits. (See: **EROSION AND SEDIMENT CONTROL PROCEDURE** and **BUILDING PERMIT PROCEDURE**)

**TIME:** A maximum of 21 days for each submission or resubmission is the goal for completing the review process for priority projects. Subordinate projects may take up to 60 days to complete, depending on the workload.

**TERM:** Approval expires in five (5) years unless building permits have been issued, in which case, approval runs concurrently with the validity of the building permits. (Zoning Ordinance Section 24.1-805)

## SITE PLAN PROCESS



## **EROSION AND SEDIMENT CONTROL PROCEDURE**

If you propose to grade, excavate, fill, clear, or otherwise disturb land in York County, you will have to comply with the requirements of the EROSION AND SEDIMENT CONTROL ORDINANCE (E&SO), Chapter 10 of the County Code, and obtain a Land Disturbing Activity Permit.

### **PROCEDURE**

#### **STEP 1**

It is strongly recommended that a meeting be scheduled with the stormwater engineer in the **Division of Utilities Operations and Engineering** of the Department of Environmental and Development Services. The office is located at 105 Service Drive in Yorktown. This meeting can be combined with a pre-submission meeting for a subdivision or site plan. **Phone: (757) 890-3752**

Points to cover at the meeting:

1. Review your proposed construction activity or development, bring with you any information, plats or plans you have, that will illustrate your proposed project.
2. Determine if the Erosion and Sediment Control Ordinance applies to your proposed development.
3. Obtain: Application, checklist, and sample agreement package, and ordinance.

#### **STEP 2**

Have plans prepared in accordance with the provisions of the ordinance.

#### **STEP 3**

Submit application, four (4) **folded** copies of the plan, including narrative description, and the fee, to the stormwater management engineer.

If your proposal is part of a subdivision or site plan submission, the plan will be reviewed and comments returned as part of the County's response, as described in the procedures for Site Plan and Subdivision Review.

If not included in the subdivision or site plan submission, comments will be returned to you by letter by the stormwater management engineer.

#### **STEP 4**

Make changes as required by comments and resubmit.

#### **STEP 5**

Assuming approval, proceed by submitting Performance Agreement and Surety in the amount stated in approval letter. The Surety must be issued for a term extending a minimum of sixty (60) days beyond the performance date set on the agreement. Schedule a pre-construction meeting with the Erosion and Sediment Control Inspector. A surety is also required to cover the cost of installation E&S measures. This will be returned at the end of the construction once the area is stabilized.

#### **STEP 6**

Attend pre-construction meeting. The developer or his representative, the site work contractor, and the inspector will meet at 105 Service Drive. Prior to the meeting, the limits of clearing must be flagged and tree protection measures installed, in accordance with the Virginia Erosion and Sediment Control Handbook. Assuming everything is in order, the Land Disturbing Activity Permit will be issued at this meeting.

#### **STEP 7**

After the installation of all temporary and permanent erosion and sediment control practices, clearing, grading and construction of site improvements can begin. You may also proceed with the Building Permit process.

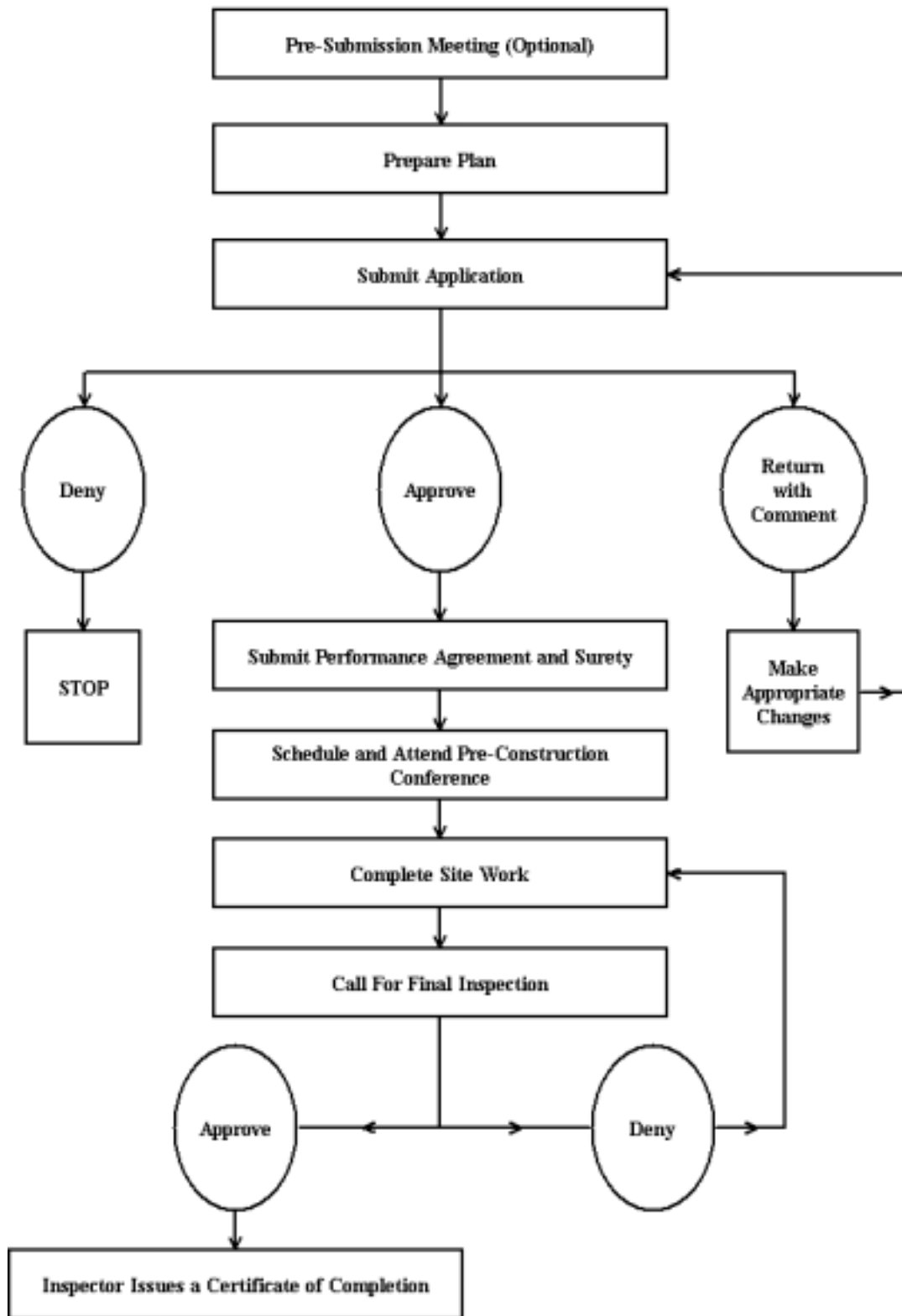
#### **STEP 8**

Call for final inspection, when all land disturbing activities are complete and all disturbed areas are permanently stabilized. The Inspector will issue a Certificate of Completion when the site work is approved.

**TIME:** For review as part of a subdivision or site plan, see those procedures. In other cases, the plan must be approved or disapproved within forty-five (45) days of its submission (E&S 10-16). Final inspections will be made within two (2) working days of such a request, if possible. Release of surety will occur within sixty (60) days of the issuance of a "Certificate of Completion" (E&S 10-17).

**TERM:** The Permit is valid for up to one (1) year and may be extended for an additional one (1) year with the approval of the Program Administrator (E&S 10-18). The permit will become void if you fail to begin work within six (6) months of issuance of permit (E&S 10-18).

## EROSION AND SEDIMENT CONTROL PROCESS





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## **PUBLIC SEWER EXTENSION AGREEMENT**

A Public Sewer Extension Agreement (PSEA) is required to be executed between the Developer and the County by the County Code prior to any construction of sanitary sewer lines to be owned and maintained by the County. For any questions please call **(757) 890-3752**.

### **PROCEDURE**

#### **STEP 1**

As part of the requirements for the submission of Site Plans and Subdivision Plans for review, all utilities are to be shown on the development plans.

#### **STEP 2**

Once the plans have at least been given preliminary approval, a PSEA will be drafted for consideration by the Board of Supervisors. All credits, connection fees and inspection fees associated with the sanitary sewer system for the development will be incorporated in the body of the PSEA along with the insurance requirements. (The PSEA must be scheduled on the Board's agenda at least two weeks prior to their meeting.)

#### **STEP 3**

The Board of Supervisors will vote on the PSEA at a regularly scheduled meeting.

#### **STEP 4**

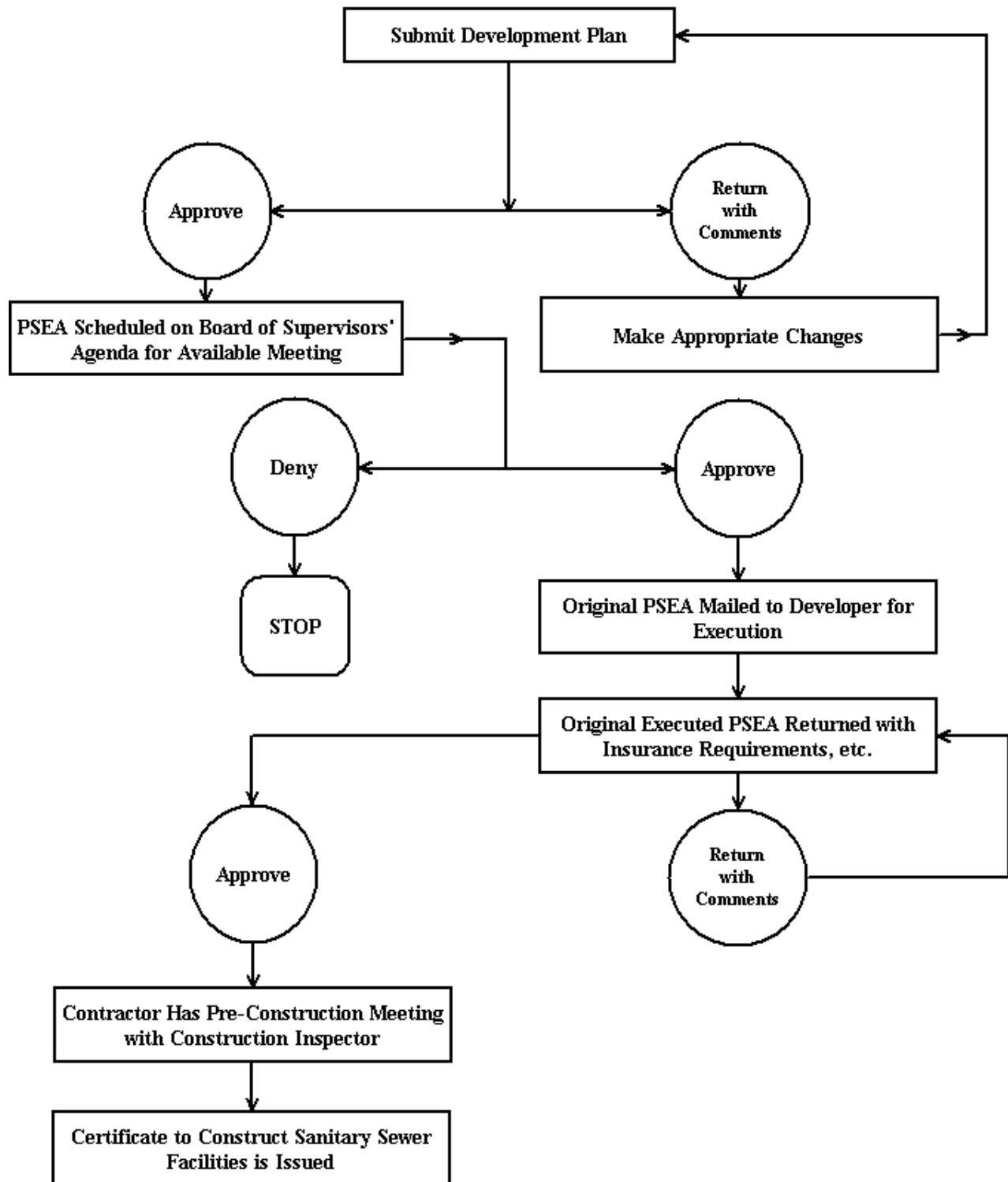
After the Board of Supervisors has approved the PSEA the Developer must provide the insurance coverage required, pay for the inspection fees and execute the PSEA. Typically, a Corporate Resolution is required from the Developer. The Corporate Resolution will give the person executing the PSEA the authority to enter into agreements on behalf of the Corporation.

#### **STEP 5**

The County attorney will approve all documents as to form, then forward them to the County Administrator for execution on behalf of the County.

Once all parties have executed the PSEA, the developer's utility contractor shall schedule a meeting with the Infrastructure Services Branch Manager for the Department of Environmental and Development Services. This meeting is required to insure that the contractor is familiar with the County inspections and procedures. After this meeting a **"Certificate to Construct Sanitary Sewer Facilities"** will be issued.

## PUBLIC SEWER EXTENSION AGREEMENT



## PUBLIC UTILITIES

**PUBLIC SYSTEMS** are regulated by Chapters 18.1 and 22.7 of the York County Code which are administered by the Department of Environmental and Development Services located at 105 Service Drive.

- **PUBLIC WATER:** Newport News Waterworks is the primary supplier of water to the County. In the upper end of the County there are several different suppliers (Newport News Waterworks, City of Williamsburg, James City Service Authority, York County and privately owned systems) that serve residents and businesses in this area.

Procedures and design requirements for extending water service in the County vary, so please check with the Department of Environmental Services for information specific to your site. The water connection fees are based on the size water meter or meters to be installed for the development. The connection fees will also vary depending upon your water supplier.

- **PUBLIC SEWER:** The public sewer systems are owned and operated by the York County Department of Environmental and Development Services. The York County Sanitary Sewer Standards and Specifications Manual adopted July 1994 and revised January 1996 states the design requirements for systems to be constructed.

The sanitary sewer connection fees are based on the size and number of water meters serving the development. These fees are stated in §18.1-64 of the York County Code. Bi-monthly charges for residential usages are a flat rate while commercial usages are charged based on water consumption.

Hampton Roads Sanitation District (HRSD) provides for final treatment of the sewage collected and conveyed by York County. HRSD also charges a connection fee that is based on the size and number of water meters serving the development. HRSD bi-monthly charges are based solely on water consumption for both residential and commercial usages.

Plans for sewer and water connection are typically a part of a Subdivision or Site Plan submittal, and as such must be formally submitted to the **Development and Compliance Division** of the Department of Environmental and Development Services for review and approval. Should you have any questions concerning the design of the public facilities or the applicable connection fees please call the Department of Environmental and Development Services at **890-3752**.

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## **PRIVATE UTILITIES**

**PRIVATE SYSTEMS** (wells and septic tanks) are regulated by the State Health Department.

**Lower County**                      (Southeast of the Naval Weapons Station)

416 J. Clyde Morris Blvd.  
Newport News, VA 23601  
Phone: (757) 594-7340

**Upper County**                      (Northwest of the Naval Weapons Station)

1126 Professional Drive  
Williamsburg, Virginia 23185  
Phone: (757) 253-4813

When public facilities are not available to your development, please call one of the above offices to discuss your alternatives.

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## **WETLANDS**

If your property contains wetlands, you may need special permits for your proposed development. To assist you in determining if you own wetlands, we have provided the state and federal definitions for both tidal and non-tidal wetlands. If you think your property contains wetlands that will be affected by your proposed development, or if you have any questions, contact the agency listed. **THE FINAL DETERMINATION OF WHAT IS AND IS NOT WETLANDS WILL BE MADE BY THE AGENCY, NOT THE COUNTY.**

**TIDAL WETLANDS:** Vegetated wetlands are defined by the state and County to include the land lying between and contiguous to mean low water to an elevation above mean low water equal to one and one-half times the mean tide range at the site of the proposed project and upon which one or more species of tidal wetland plants is growing.

Nonvegetated wetlands include the land lying between and contiguous to mean low water to an elevation of mean high water not otherwise considered "vegetated wetlands."

A joint application form and concurrent processing has been adopted by the York County Wetlands Board, the Commonwealth of Virginia, and the U.S. Army Corps of Engineers. Separate permits may be required by the different agencies, so make sure you have received authorization or waivers from each agency before you begin work.

The Virginia Marine Resources Commission (VMRC) functions as the central clearinghouse for the joint permit application. Contact VMRC for a copy of the "Information Guide & Joint Permit Application," and return completed forms and drawings to them.

**Virginia Marine Resources Commission  
Habitat Management Division, P.O. Box 756  
Newport News, VA 23607 - Phone: (757) 247-2200**

**NON-TIDAL WETLANDS:** The federal definition which follows includes areas at higher elevation than one and one-half times the mean tide range and does not limit coverage to tidal areas: "Those areas that are inundated or saturated by surface or groundwater at a frequency duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions are considered to be wetlands." Federal wetlands generally include swamps, marshes, bogs, and similar areas.

For additional information contact: **U.S. Army Corps of Engineers  
Norfolk District, 803 Front Street  
Norfolk, VA 23510 - Phone: (757) 441-3652**

**Virginia Department of Environmental Quality  
5636 Southern Boulevard  
Virginia Beach, VA 23462 – Phone: (757) 518-2000**



The wetlands definitions are from the "Information Guide & Joint Permit Application" prepared by the U.S. Army Corps of Engineers.

## **TRANSPORTATION**

### **HIGHWAY RIGHT-OF-WAY PERMITS**

The Virginia Department of Transportation (VDOT) has the responsibility of maintaining all public streets and highways within York County. Because of this responsibility, SUBDIVISION and SITE PLANS are forwarded to the Williamsburg VDOT Resident Engineer's Office for review and may be forwarded by the Williamsburg office to the Suffolk District Office for additional review.

Once SUBDIVISION and SITE PLANS have been returned to you approved, and prior to issuance of building permits or construction, you must contact the Resident Engineer's Office for Land Use Permits for work planned within the highway right-of-way, including utilities, drainage, road tie-ins and temporary entrances.

For more information on VDOT requirements, please contact the Williamsburg Resident Engineer's Office, located on Ironbound Road, Williamsburg. **Phone: (757) 253-4832**

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## SIGN PERMITS

Any sign that is erected, altered, expanded, reconstructed, replaced, or relocated on any property in York County must be in conformance with the provisions in the Zoning Ordinance, Article VII.

Before submitting an application for a sign, it is strongly recommended that you call the **Division of Development and Compliance** to explore your options and to determine if your proposal is feasible. **Phone: (757) 890-3523/3524**

An application for a sign permit should consist of a drawing depicting the proposal and should include:

- size of the sign (in square footage)
- artistic rendering of the sign
- height of the sign from finished grade
- a depiction of the landscaped area at the base of the sign

The applicant should also:

- include a plot plan with a drawing of the proposed placement area, showing the distance in feet that the sign will be from all property lines.

*Note: the minimum distance of a sign from property lines is 10 feet*

- indicate whether or not the sign will be lighted either internally or externally. If so, the applicant should identify the electrical firm responsible for the lighting.

Applications should be submitted to the **Division of Building Regulation** located in the Department of Environmental and Development Services at 103 Service Drive in Yorktown. They will forward the application to the **Division of Development and Compliance** for review. The **Division of Development and Compliance** staff will return the application, signed, to the **Division of Building Regulation** if it is approved and will consult with the applicant if it is denied.

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## **BUILDING PERMIT PROCEDURE**

A building permit is required for most improvements made to real property, including alterations and repairs to structures.

### **PROCEDURE**

#### **STEP 1**

Submit application to the **Division of Building Regulation** of Environmental and Development Services, located at 103 Service Drive. **Phone: (757) 890-3522**

In addition to the application, the following must be submitted for building permits:

#### **NEW COMMERCIAL AND OTHER USES REQUIRING SITE PLANS**

- approved Site Plan, and applicable receipts and documentation
- approved Land Disturbing permit
- Fire Department approval of site plan and building plans
- septic system permit from State Health Department or receipts of payment to HRSD and for York County tap fees
- three (3) sets of plans signed and sealed by the engineer or architect responsible for the design or four (4) sets of plans if the building contains a commercial food preparation area
- VDOT Land Use Permit

#### **NEW RESIDENTIAL CONSTRUCTION** - Single family detached

- two (2) sets of plans
- property plot plan, prepared by a surveyor, showing the dimensions from property lines to proposed construction
- copy of the septic system permit, approved by the State Health Department or receipt of payment to HRSD and receipt for York County Sewer tap fee
- receipt for water tap fee, if public water is used.

#### **ADDITIONS, ALTERATIONS, ACCESSORY BUILDING, ETC.**

- two (2) sets of plans
- property plot plan showing location of proposed construction
- septic system permit for additions and detached buildings

#### **FENCES**

- property plot plan showing location of proposed fence and indicating height, type of fence, and materials to be used

## SWIMMING POOLS

- property plot plan showing location of pool
- plans or installation instructions

*Note: a fence permit must be issued with or before the pool permit*

The plans will be reviewed by the Plans Examiner for compliance with the applicable building codes (copies of codes can be purchased from the Division of Building Regulation). In addition, receipts and documentation will be checked to insure all other required fees have been paid and permits issued.

**TIME:** Depending on complexity - five (5) to twenty-four (24) days is required to review plans. When plans have been approved and permits issued, construction can begin.

### STEP 2

Begin construction.

### STEP 3

When all work is *completely* ready for inspection, call for all required inspections. The 24-hour automated inspection request line is **(757) 890-3910**. Inspections are carried out as soon as possible, normally on the same working day that the call is placed. The **Division of Building Regulation** will provide you with a list of inspections that must be made during the course of construction.

### STEP 4

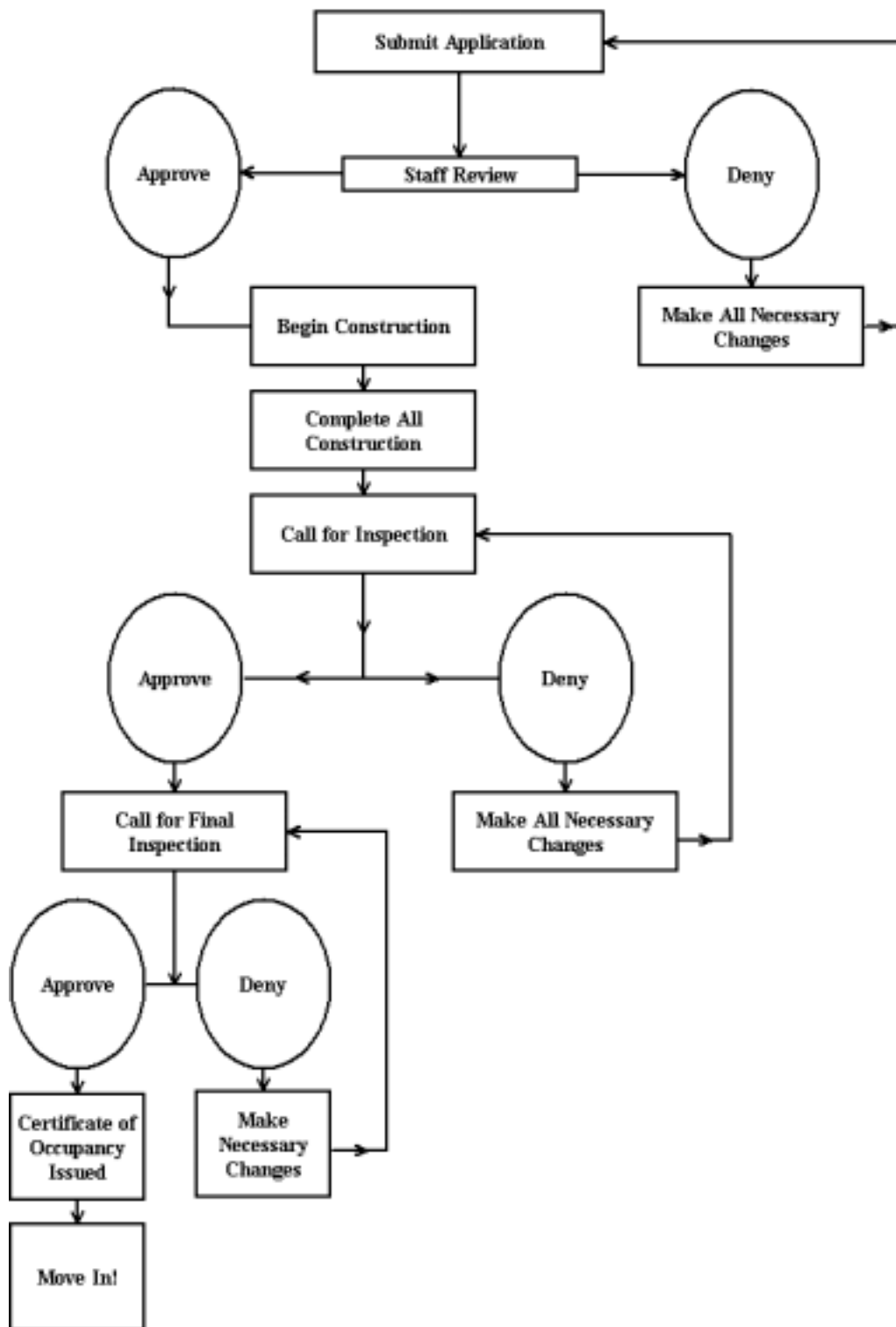
When all work is completed, and before calling for the final building inspection, call for the following other final inspections:

1. Site/landscaping inspection
2. Erosion/sediment control and grading/drainage
3. Highway entrance by VDOT
4. Health Department
5. Fire Department - suppression and control systems
6. Environmental considerations

When all inspections are completed and approved, a CERTIFICATE OF OCCUPANCY will be issued.

### STEP 5      MOVE IN !

## BUILDING PERMIT PROCEDURE







## **ESSENTIAL PHONE NUMBERS AND MAILING ADDRESSES**

### **DEPT. OF ENVIRONMENTAL & DEVELOPMENT SERVICES**

#### *Board of Zoning/Subdivision Appeals*

P.O. Box 532  
Yorktown, Virginia 23690  
**(757) 890-3532**

#### *Division of Building Regulation*

P.O. Box 532  
Yorktown, Virginia 23690  
**(757) 890-3522**

#### *Division of Development and Compliance*

P.O. Box 532  
Yorktown, Virginia 23690  
**(757) 890-3531**

#### *Division of Utilities, Operations & Engineering*

P.O. Box 532  
Yorktown, Virginia 23690  
**(757) 890-3751 or 3752**

#### *Sign Permits*

P.O. Box 532  
Yorktown, Virginia 23690  
**(757) 890-3523 or 3524**

### ***PLANNING DIVISION***

P.O. Box 532  
Yorktown, Virginia 23690  
**(757) 890-3404**

### ***OFFICE OF ECONOMIC DEVELOPMENT***

P.O. Box 612  
Yorktown, Virginia 23690  
**(757) 890-3317**

### ***HEALTH DEPT. - PENINSULA OFFICE***

416 J. Clyde Morris Boulevard  
Newport News, Virginia 23601  
**(757) 594-7340**

***VIRGINIA DEPT. OF TRANSPORTATION***

4451 Ironbound Road

Williamsburg, Virginia 23188-2621

**(757) 253-4832**

Environmental & Development Services is located off of Goodwin Neck Road - past the landfill take a left on Service Road.

**SCHEDULE OF FEES AND CHARGES**  
**York County Developer's Guide**  
**Effective May 1, 2002**

**A. REZONING AND SPECIAL USE PERMIT PROCEDURE**

Rezoning:	\$450.00 + \$5/acre
Special Use Permit:	\$300.00
Planned Development:	\$450.00

*Note: See Zoning Ordinance 24.1-108 for other fees. Fees are non-refundable unless applicant withdraws application within specified time limits.*

**B. SUBDIVISION**

Preliminary Plan - To be paid when plan is submitted: \$50.00 plus \$5.00 per lot

Development Plan - To be paid when plan is submitted: \$50.00 plus \$10.00 per lot

Final Plat and Recordation - To be paid at the time plat is submitted for review: \$50.00 plus \$5.00 per lot

► To be paid before recordation:

- Inspection fee - \$25.00 plus \$5.00 per lot
- Remainder of review fee:

less than or equal to 70 acres	\$0.45/1000 sq. ft.
additional 71 to 140 acres	\$0.30/1000 sq. ft.
additional over 140 acres	\$0.25/1000 sq. ft.
- Street name sign fee - \$250.00 per sign
- Fire hydrant rental fee - \$1600.00 for a hydrant on Newport News water
- Street lights - fee based on cost estimate provided by the Department of Environmental and Development Services and Dominion Virginia Power
- Plat recordation fee (payable to Clerk of the Circuit Court) \$19.00 for 10 or fewer sheets
- Deed recordation fee (payable to Clerk of the Circuit Court) \$10.00 for 10 or fewer sheets

## **SITE PLAN**

► To be paid with submission:

Single-Family attached or multi-family residential - \$150.00 plus \$15.00 per dwelling unit (maximum \$2500.00)

Commercial, Industrial, Institutional and other - \$150.00

- plus \$3.00 per 1000 sq. ft. of floor area, with a maximum of \$2500.00
- plus \$0.45 per 1000 sq. ft. of disturbed area

Additional fees to be paid before issuance of building permits:

- Site improvement inspection fee - \$50.00 plus \$1.00 per 1,000 square feet of improved area (maximum \$1500.00)
- Amendments to approved Site Plans - \$100.00
- Remainder of review fee:

less than or equal to 70 acres	\$0.45/1000 sq. ft.
additional 71 to 140 acres	\$0.30/1000 sq. ft.
additional over 140 acres	\$0.25/1000 sq. ft.
- Street name sign fee - \$250.00 per sign
- Fire hydrant maintenance fee - \$1600.00 for a hydrant on Newport News water

## **C. EROSION AND SEDIMENT CONTROL PROCEDURE**

► For Site Plans and Subdivisions:

- \$50.00 for 2500 sq. ft. plus
- \$0.005 per each additional square foot (maximum \$1000.00)

► For Single Family:

- Disturbance over 2500 sq. ft. (including but not limited to house construction) - \$15.00

## D. UTILITIES

### Public Water Charges

Meter Size	Initial Connection Fee			Regular Connection Fee		
	(a) Local Facility Charge	(b) System Facility Charge	(c) Total Initial Fee	(d) Local Facility Charge	(e) System Facility Charge	(f) Total Regular Fee
5/8"	\$1,000	\$1,850	\$2,850	\$1,750	\$3,250	\$5,000
3/4"	\$1,500	\$2,775	\$4,275	\$2,625	\$4,875	\$7,500
1"	\$2,500	\$4,625	\$7,125	\$4,375	\$8,125	\$12,500
1-1/2"	\$5,000	\$9,250	\$14,250	\$8,750	\$16,250	\$25,000
2"	\$8,000	\$14,800	\$22,800	\$13,965	\$25,935	\$39,900
Larger than 2"	\$50.00/GPM	\$92.50/GPM	\$142.50/GPM	\$87.50/GPM	\$162.50/GPM	\$250.00/ GPM

\* GPM per meter size as determined by AWWA Standard

### Sewer Connection Charges

Type of Connection		Initial Connection Fee			Regular Connection Fee		
		(a) Local Facility Charge	(b) System Facility Charge	(c) Total Initial Fee	(d) Local Facility Charge	(e) System Facility Charge	(f) Total Regular Fee
A. Single-Family Detached Dwelling		\$1000	\$1,875	\$2,875	\$3,025	\$5,600	\$8,625
B. Single or Multi-Family Attached and Mobile Home Parks:							
1. First Ten Units (each)		\$1,000	\$1,875	\$2,875	\$3,025	\$5,600	\$8,625
2. Additional Units Connected with First Ten		\$450	\$875	\$1,325	\$1,375	\$2,600	\$3,975
C. All Other Facilities: *Water Meter Size (Inches)							
But Not Larger Than							
0	5/8"	\$1,000	\$1,875	\$2,875	\$3,025	\$5,600	\$8,625
5/8"	3/4"	\$1,150	\$3,175	\$4,325	\$3,450	\$6,625	\$10,075
3/4"	1"	\$1,450	\$5,750	\$7,200	\$3,750	\$12,075	\$15,825
1"	1½"	\$2,875	\$11,500	\$14,375	\$4,600	\$18,400	\$23,000
1½"	2"	\$4,600	\$18,400	\$23,000	\$6,900	\$27,600	\$34,500

**E. WETLANDS**

York County Wetlands Board non-refundable fee     \$150.00

Virginia Marine Resources Commission

Projects costing \$10,000 or less     \$ 25.00

Projects costing more than \$10,000     \$100.00

U.S. Army Corps of Engineers

Commercial     No Fee

Non-Commercial     No Fee

*Note: VMRC fees are non-refundable and are due after the project has been approved*

**F. HIGHWAY RIGHT-OF-WAY PERMITS**

The base fee for a Land Use Permit is \$40.00, with additional charges in increments of \$5.00 each. Some projects may require more than one permit.

For each permit you must submit:

One (1) completed 4-part permit form

Two (2) copies of the approved plans

Fee

Surety Bond as required

**G. SIGN PERMITS**

For the erection and/or relocation of signs, the fee shall be \$35.00 plus an amount based on the total square footage of all faces of the sign:

0 to 50 sq. ft.	\$10.00
51 to 100 sq. ft.	\$20.00
101 to 300 sq. ft.	\$30.00
over 300 sq. ft.	\$40.00

For structural alterations the fee shall be \$20.00 plus the applicable amount from the above table matching the increase, if any, in sign area.

## BUILDING PERMIT FEES

### H. BUILDING PERMITS

*Note: in addition to the fees below, a levy equal to one percent (1%) of the total permit fee is required*

- For new construction, including additions:

<u>Gross floor area in square feet</u>	<u>Fee</u>
0 - 500	\$ 55
501 - 1000	\$ 75
1001 - 1500	\$125
1501 - 2000	\$185
2001 - 2500	\$225
2501 - 3000	\$275
3001 - 3500	\$315
3501 - 4000	\$360
4001 - 4500	\$400
4501 - 5000	\$445
Greater than 5000	\$445

(plus \$43 for each 500 sq. ft., or fraction thereof, in excess of 5000 sq. ft.)

- Garages, sheds, decks, and porches:

<u>Area</u>	<u>Fee</u>
0 - 250 sq. ft.	\$30
Greater than 250 sq. ft.	\$55

- Alterations, or repair of any building, pier, tower, etc.: Based on current value of all service, labor, and materials

<u>Value</u>	<u>Fee</u>
\$ 0 - 1000	\$30
\$ 1001 - 5000	\$50
Greater than \$5000	\$55

(plus \$25 for each \$5000, or fraction thereof, of value in excess of \$5000)



- Installation or erection of a mobile home, industrial building unit or moveable structure: \$55
- Tents greater than 900 sq. ft. and an occupant load of greater than 50 persons;
  - a. Each tent inspection: \$55.00
  - b. Annual tent permit: \$150.00
- Removal and placement of an existing building, in part or whole, to a new location: \$60.00
- Demolition or razing of any building or structure serviced by Virginia Power and/or Va. Natural Gas: \$35.00
- For installation of fencing, be it wood, metal, masonry or other materials: \$30.00

## **PLUMBING PERMITS**

- New Residential: \$57.00 per dwelling unit
- New Commercial (including additions): \$57.00 plus \$17.00 for each bathroom group (sink, toilet and/or tub)
- Additions R-3 and R-4 per dwelling unit: \$30.00
- Alterations and repairs (all use groups): \$30.00
- Water, sewer and/or gas lines: \$30.00 plus \$20.00 if a septic tank is abandoned
- Fire Suppression Sprinkler System; building and/or kitchen hood:

<u>Value</u>	<u>Fee</u>
\$ 0 - 1000	\$30
\$1001 - 2000	\$46
Greater than \$2000	\$46

(plus \$10.00 for each additional \$500.00 in excess of \$2000.00)

## **ELECTRICAL PERMITS**

- New Residential: \$57.00 per dwelling unit
- Commercial: \$55.00. Greater than two hundred (200) amperes, an additional \$17.00 for each additional fifty (50) amperes or fraction thereof in excess of two hundred (200) amperes.

- Increasing the size of an electrical service: \$45.00. Greater than four hundred (400) amperes an additional fifty (50) amperes in excess of four hundred (400) amperes.
- Additions, alterations; Temporary service: \$30.00
- Connection or reconnection of service: \$20.00

## **MECHANICAL PERMITS**

- New Residential (R-3 and R-4): \$57.00 per dwelling unit
- New Commercial, including additions to existing systems (for conditioned space):

<u>Area</u>	<u>Fee</u>
0 - 1000 sq. ft.	\$30.00
1001 - 3000 sq. ft.	\$50.00
Greater than 3000 sq. ft. (plus \$10.00 for each additional 500 sq. ft.)	\$58.00

- Alterations, Repairs and Additions (R-3 and R-4): \$30.00
- Alterations and Repairs (Commercial): \$40.00
- Prefab Fireplaces: \$30.00
- Storage Tanks – installation, removal or replacement per tank
 

0 – 550 gallon	\$30.00
over 550 gallon	\$90.00
- Kitchen Hood System: \$35.00
- Elevators, dumbwaiters, moving stairs and walks, man – lifts, hoisting or conveying equipment for each one installed: \$110.00

In addition the owner/contractor shall be responsible for obtaining the permits and paying the requisite fee, and shall have the inspection performed by a certified individual in the presence of a county inspector.

For any building, plumbing, electrical and mechanical permit not covered the permit fee shall be assessed and collected at the rate of one percent (1%) of the retail value or current market value of the work being done, provided that the minimum permit fee shall be \$30.00.

## **ADDITIONAL FEES**

- (1) Whenever work is begun prior to the issuance of the required permits, the fee shall be doubled; however, such increase in fee shall not exceed \$125.00.
- (2) Plan Review: \$125.00
- (3) Certificate of Occupancy
  - a. Change of Building Use: \$30.00
  - b. Temporary Residential: \$30.00
  - c. Temporary Commercial: \$50.00
  - d. Day Care: \$30.00

- A. REZONING/SPECIAL USE PERMITS
- B. SUBDIVISION/SITE PLAN
- C. EROSION SEDIMENT CONTROL
- D. UTILITIES
- E. WETLANDS
- F. TRANSPORTATION
- G. SIGN PERMITS
- H. BUILDING PERMITS